

The following steps are required.

Step 1 – Fill out and sign the Trading Partner Agreement (TPA) package. For Legal Entity providers, download the TPA package from this link: http://lacdmh.lacounty.gov/hipaa/EDI_Forms.htm .

For the Network Providers, download the TPA package from this link: http://lacdmh.lacounty.gov/hipaa/ffs_EDI_Forms.htm.

Step 2 – Fax a copy of the filled and signed TPA package to (213) 252-8742 Attn: EDI Certification Unit.

Send an email to the EDI Certification Unit at DMH_EDI@dmh.lacounty.gov to notify us that a fax has been sent.

Another option is to create PDF files of the TPA package and send them to the EDI Certification Unit by email at DMH_EDI@dmh.lacounty.gov .

Step 3 – Mail in the original TPA package (from Step 2) to LACDMH CIOB, Attn: EDI Certification Unit, 695 S. Vermont Ave. 11th Fl. Los Angeles, CA 90005.

Please allow three extra workdays for the mail to be distributed to meet the cutoff dates (please refer to table column 'Provider Delivers TPA to DMH' below for cutoff dates).

When you have completed Step 2, a test digital certificate will be requested by the EDI Certification Unit.

However, a production digital certificate will **not** be issued until we receive the original TPA package.

It is recommended that you ensure your mail has been received by the DMH CIOB EDI Certification Unit using the DMH_EDI@dmh.lacounty.gov email address.

Step 4 - The EDI Certification Unit coordinator will contact you for testing and certification details when the test digital certificate is issued.

If you would like to know more in advance, please call our DMH HELPDESK at (213) 351-1335 and let us know that you are calling for EDI testing and we will open a ticket for you.

Test Digital Certificate Process and Schedule

December 2013

Test DC Schedule

| Provider Delivers TPA to DMH | DMH Delivers DC Spreadsheet to Sierra | Sierra delivers DC's (test & prod) to DMH | DMH Delivers DC to Provider |
|------------------------------|---------------------------------------|---|-----------------------------|
| Tuesday, Sept. 10, 2013 | Wednesday, Sept. 11, 2013 | Friday, Sept. 13, 2013 | Tuesday, Sept. 14, 2013 |
| Tuesday, Sept. 24, 2013 | Wednesday, Sept. 25, 2013 | Friday, Sept. 27, 2013 | Tuesday, Oct. 1, 2013 |
| Tuesday, Oct. 8, 2013 | Wednesday, Oct. 9, 2013 | Friday, Oct. 11, 2013 | Tuesday, Oct. 15, 2013 |
| Tuesday, Oct. 22, 2013 | Wednesday, Oct. 23, 2013 | Friday, Oct. 25, 2013 | Tuesday, Oct. 29, 2013 |
| Tuesday, Nov. 5, 2013 | Wednesday, Nov. 6, 2013 | Friday, Nov. 8, 2013 | Tuesday, Nov. 12, 2013 |
| Tuesday, Nov. 19, 2013 | Wednesday, Nov. 20, 2013 | Friday, Nov. 22, 2013 | Tuesday, Nov. 26, 2013 |
| Tuesday, Dec. 3, 2013 | Wednesday, Dec. 4, 2013 | Friday, Dec. 6, 2013 | Tuesday, Dec. 10, 2013 |
| Tuesday, Dec. 17, 2013 | Wednesday, Dec. 18, 2013 | Friday, Dec. 20, 2013 | Tuesday, Dec. 24, 2013 |
| Tuesday, Jan. 7, 2014 | Wednesday, Jan. 8, 2014 | Friday, Jan. 10, 2014 | Tuesday, Jan. 14, 2014 |
| Tuesday, Jan. 21, 2014 | Wednesday, Jan. 22, 2014 | Friday, Jan. 24, 2014 | Tuesday, Jan. 28, 2014 |
| Tuesday, Feb. 4, 2014 | Wednesday, Feb. 5, 2014 | Friday, Feb. 7, 2014 | Tuesday, Feb. 11, 2014 |
| Tuesday, Feb. 18, 2014 | Wednesday, Feb. 19, 2014 | Friday, Feb. 21, 2014 | Tuesday, Feb. 25, 2014 |
| Tuesday, Mar. 4, 2014 | Wednesday, Mar. 5, 2014 | Friday, Mar. 7, 2014 | Tuesday, Mar. 11, 2014 |
| Tuesday, Mar. 18, 2014 | Wednesday, Mar. 19, 2014 | Friday, Mar. 21, 2014 | Tuesday, Mar. 25, 2014 |

TPA – Trading Partner Agreement DC – Digital Certificate

******NOTE**** All EDI testing in the IS must be completed no later than April 15, 2014.**